

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. Next, it is important to gather relevant information and resources. This may involve researching existing solutions, consulting with experts, or collecting data.

3. Once the information is gathered, the next step is to analyze it and identify the key factors that influence the outcome. This often involves breaking down the problem into smaller, more manageable parts.

4. After analysis, a plan should be developed that outlines the steps to be taken to solve the problem. This plan should be flexible enough to allow for adjustments as more information becomes available.

5. The final step is to implement the plan and monitor the progress. It is important to stay organized and keep track of the results to ensure that the problem is being solved effectively.

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<p>ALG for 3/5/07</p> <p>(Legal Instruments Examiner) (Date)</p>					